

RETRO POLICY NON-PAYROLL GROUPS

July 1, 2003

NO prior month change can be entered on the system!

- 1st. Fill out the Application for Change in Coverage for the appropriate carrier (blank copies are attached).
- 2nd. Figure out the amount of premium that is due from the change in coverage (if refund is due – please call SPO).
- 3rd. Make the check payable to State Personnel Office.
- 4th. Make copies for your file.
- 5th. Send the application and check to: State Personnel Office, Blue Hen Corporate Center, 655 South Bay Road, Suite 202, Dover, DE 19901.

SPO and carrier must approve ALL prior month changes!

- ❖ SPO will make all prior month changes on the system after the carrier confirms the change.
- ❖ The change will reflect on the next month's enrollment report.

Things to Remember:

- No changes can be made in tiers unless there is a qualifying event.
- Open Enrollment is the only time a carrier change can be made.
- Any change adding a spouse for the first time – a spousal coordination form must be filled out and sent to the carrier.